<u>7 CFR PART 250.14(a)</u>

CHAPTER V

STORAGE OF COMMODITIES

<u>7 CFR 250.6(q)</u>

A. STORAGE FACILITY REQUIREMENTS

Recipient agencies must assure that their storage facilities meet the following standards:

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1. **Facilities are sanitary and free from rodent, bird, insect, and other animal infestation.**

2. **All necessary safeguards against theft, spoilage, and other losses are employed.**

3. **Food is stored at proper storage temperatures. (See the "Best if Used By Guide" in this chapter.)**

4. **Foods are stored so that USDA-donated foods are readily identifiable.**

5. **Foods are stored off the floor and away from walls or in a manner to allow for adequate ventilation.**

6. **Other protective measures are provided as necessary.**

7. **All opened sacks of dry commodities are stored in containers with tight-fitting lids.**

8. **A first-in, first-out method of issuing commodities is used.**

In addition, an agency must ensure that all locations where donated foods are stored, including commercial storage facilities, have received the required federal, state, and/or local health inspections and that all inspection certificates are current.

Failure to comply with the above requirements may result in termination of the agency's participation in the FDP.

For further information on storage guidelines, please refer to Management Bulletins 00-403, 00-404, 00-405, 00-408, 00-412, and 01-413 located on the Nutrition Services Division website at: <u>www.cde.ca.gov.</u>

7 CFR PART 250.14(b)

B. REVIEW OF STORAGE FACILITIES

Each year agencies must complete and maintain on file a Storage Facility Review form. The form is to be used for conducting and reporting an annual review of ALL storage areas.

A separate storage facility review form must be completed for each location where donated foods are stored. This includes commercial storage facilities that are being used to store donated food. Agencies do not need to review facilities of food processors that have approved processing agreements with the FDP.

The Storage Facility Review form is located on the Internet at www.cde.ca.gov. A copy is also located in this chapter.

DEFICIENCIES
All deficiencies must be noted on the review forms, and immediate action must be taken to correct the findings. A report of corrective action must be attached to the form and be retained in the agency's files for review by state agency staff. A copy of the report along with the corrective action taken must be submitted to the FDP.

California Department of Education
Nutrition Services Division
Commodity Distribution Unit
FDS/C-239A (4/02)

DO NOT RETURN THIS FORM
(Retain for your files)

STORAGE FACILITY REVIEW
USDA DONATED FOOD

Name of Recipient Agency	Vendor No.	Date of Review
Site	Site Address	

INSTRUCTIONS:

United States Department of Agriculture (USDA) regulations, 7 Code of Federal Regulations, Part 250, require that all agencies participating in the donated food program conduct an annual review of all storage facilities. Please utilize this form when conducting the storage facility review for each site, warehouse, and /or commercial storage. Any item(s) below checked "**No**" must be corrected and a report of corrective action(s) must be retained with this form in your agency files and **a copy submitted to the Food Distribution Program**.

NOTE: You must complete a form for each site where USDA donated foods are stored, used, or consumed.
If additional copies are needed, use this form as a master.

	Yes	No		Yes	No
Are keys to storage areas issued only to appropriate food service and security personnel?			Once a sack is opened, is the dry commodity stored in a container with a tight-fitting cover?		
Are storage facilities clean and well organized?			Are all commodities stored off the floor and away from walls?		
Is freezer storage (0° F or below) provided for commodities that require to be frozen?			Have precautions been taken to prevent infestation and/or contamination?		
Is refrigeration storage (32° - 40°F) provided for commodities that require to be refrigerated?			Is a first in, first out method (FIFO) used in issuing commodities?		
Are freezer and refrigerators routinely inspected to assure proper and continuous operations (at least once a day and no less than once in three days)?			Are commodities stored away from contaminants; e.g., as gasoline, solvents, cleaning supplies, etc.?		
Are all commodities, other than frozen and refrigerated, stored in cool, dry, well-ventilated storage areas between 50-70°F?			Is a current health inspection certificate on file for each site, warehouse, and/or commercial storage facility where commodities are stored?		

CERTIFICATION	Name of Food Service Contact Person	Telephone No.
I hereby certify that the information given herein is true to the best of my knowledge and belief. Written records are readily available to substantiate the information given.		Fax No.
	Signature of Food Service Contact Person	Date

DO NOT RETURN THIS FORM

"BEST IF USED BY" GUIDE

The "Best If Used By" date is intended to tell you how long the product will retain best flavor or quality. The term is not a safety date. "Best If Used By" dates are intended as useful guidelines. Some foods may deteriorate more quickly and other foods may last longer than the times suggested. A number of factors can shorten the useful life of a food product, such as improper handling and inadequate storage temperatures. The inventory control method of "first-in-first-out" [FIFO] should be practiced by those responsible for managing commodity inventories and distribution at the State and local level. Length of storage period is in relationship to pack date. Suggested temperatures do not preclude contamination by rodents and insects, assuming storage in original unopened containers. Store foods off the floor, and away from walls to allow for circulation of air. Products kept past the "Best If Used By" date are not necessarily "out of condition." Food products may be eaten after the "Best If Used By" date if the product has been properly stored, handled, and the primary container is in good condition.

COMMODITIES	Recommended Maximum Storage Period In Months			
	Frozen	Refrigerated	Dry Storage	
	0° F or below (-18° C)	40° F (4° C)	70° F (21° C)	90° F (32° C)
BEANS & PEAS				
Beans, cnd	-	72	36	18
Beans, Dried	-	24	12	9
Beans, Refried, cnd	-	72	36	18
Beans, Vegetarian, cnd	-	48	24	12
Lentils, Dried	-	24	12	9
Peas, Black-Eyed, cnd	-	72	36	18
Peas, Black-Eyed, Dried	-	24	12	9
DAIRY (Cheese is located on the last page)				
Milk, Nonfat, Dry	-	24	12	3
FRUIT				
Apple Slices, cnd	-	48	24	12
Apple Slices, Frz	18	-	-	-
Apple Juice, cnd	-	-	9	-
Applesauce, cnd	-	48	24	12
Apricots, cnd	-	48	24	12
Apricots, sliced, Frz	18	-	-	-
Blackberries, Frz	18	-	-	-
Blackberry Puree, Frz	18	-	-	-
Blueberries, Frz	18	-	-	-
Cherries, cnd	-	9	3-4	2-3
Cherries, Frz	24	-	-	-

COMMODITIES	Recommended Maximum Storage Period In Months			
	Frozen	Refrigerated	Dry Storage	
	0° F or below (-18° C)	40° F (4° C)	70° F (21° C)	90° F (32° C)
Cranberry Juice Concentrate	-	-	9	-
Cranberry Sauce Cnd	-	-	12-18	-
Date Products	-	5	-	-
Date Products, Frz	12	-	-	-
Fig Nuggets	-	24	-	-
Figs, Whole, Dried	-	9	3-4	2-3
Fruit Cocktail, cnd	-	48	24	12
Orange Juice, Concentrate, Frz	24	-	-	-
Orange Juice, Single Serve, Frz	9	-	-	-
Peaches, cnd	-	48	24	12
Peaches, Sliced Freestone, Frz	18	-	-	-
Pears, cnd	-	36	18	9
Pineapple, cnd	-	48	24	12
Plum/Prune Puree	-	-	9	-
Plums, cnd	-	36	18	9
Prunes, Pitted, Dried	-	18	9	5
Raisins	-	18	9	5
Raspberry Puree, Frz	18	-	-	-
Strawberries, IQF, Frz	15	-	-	-
Strawberries, Sliced, Sweetened, Frz	15	-	-	-
GRAINS & CEREALS				
Cornmeal	-	24	12	6
Flour	-	24	12	6
Macaroni, Spaghetti, Rotini (Spirals)	-	72	36	18
Macaroni N' Cheese, Frz	6	2 weeks	-	-
Oats, Rolled, Quick	-	24	12	6
Rice, Brown	-	6	3	-
Rice, White, Enriched, Parboiled	-	30	20	10
Rice, White, Enriched, Regular	-	48	24	12
Wheat, Rolled, Quick	-	24	12	6
MEATS, POULTRY, FISH				
Beef Roasts, Ready to Cook, Frz	12	-	-	-
Beef, cnd with Natural Juices	-	60	36	18
Beef, Ground, Bulk, Frz	9	-	-	-
Beef, Ground, Patties, Frz	4	-	-	-
Chicken Meat, Cooked, Diced, Frz	6	-	-	-
Chicken Parts, Cooked, Breaded, Frz	4	-	-	-
Chicken, cnd, Boned	-	60	36	18
Chicken, Cut-up, Frz	8	-	-	-

| COMMODITIES | Recommended Maximum Storage Period In Months | | | |
| | Frozen | Refrigerated | Dry Storage | |
	0° F or below (-18° C)	40° F (4° C)	70° F (21° C)	90° F (32° C)
Chicken, Thighs & Drumsticks, Frz	8	-	-	-
Chicken, Fajita	6			
Egg Mix, All Purpose	-	-	12 - 15	-
Eggs, Pasteurized, Whole, Frz	12	-	-	-
Ham, Cooked, Frz	6	-	-	-
Ham, Water Added, Chilled		4		
Pork Sausage, Frz	3	-	-	-
Pork, cnd with Natural Juices	-	60	36	18
Pork, Ground, Frz	9	-	-	-
Pork, Fresh Ham Roast, Boneless	6-12	-	-	-
Salmon Nuggets, Frz	6	-	-	-
Salmon, Pink	-	72	36	18
Tuna, Chunk Light, cnd in Water	-	72	36	18
Turkey Breast, Deli-Style, Frz	4	-	-	-
Turkey Hams, Smoked, Frz	3-4	-	-	-
Turkey Rolls, Frz 4/10#	4	-	-	-
Turkey Roasts, Frz	7	-	-	-
Turkey Sausage, Frz	3	-	-	-
Turkey, Ground, Frz	3	-	-	-
Turkey, Whole, Frz	9	-	-	-
VEGETABLES				
Beans, Green, cnd	-	48	24	12
Beans, Green, Frz	12	-	-	-
Carrots, cnd	-	60	30	15
Carrots, Frz	12	-	-	-
Corn, Kernel, cnd	-	72	36	18
Corn, Kernel, Frz	24	-	-	-
Peas, Green, cnd	-	72	36	18
Peas, Green, Frz	14	-	-	-
Potatoes, French Fried & Rounds, Frz	12	-	-	-
Potatoes, Instant or Sliced, dehy.	-	12	6	3
Potatoes, Sweet, In syrup, Cnd	-	-	24	-
Salsa, Tomato, cnd	-	48	24	12
Spaghetti Sauce, Meatless	-	48	24	12
Sweet Potatoes, cnd	-	48	24	12
Sweet Potatoes, Frz	12	-	-	-
Tomato Paste, cnd	-	36	18	9
Tomato Sauce, cnd	-	48	24	12
Tomatoes, cnd	-	48	24	12
Vegetables, Mixed, Frzn	12	-		-

COMMODITIES	Recommended Maximum Storage Period In Months			
	Frozen	Refrigerated	Dry Storage	
	0° F or below (-18° C)	40° F (4° C)	70° F (21° C)	90° F (32° C)
OTHER				
Almonds Natural	-	4-6	-	-
Almonds Roasted	-	4-6	-	-
Peanut Butter	-	36	18	9
Peanuts, Roasted	-	60	24	12
Salad Dressing, Reduced Calorie	-	8	5	2
Trail Mix	-	-	6	-
Vegetable Oil	-	24	12	6
Vegetable Shortening	-	48	24	12
Walnuts, Shelled	20	10	-	-

FRESH PRODUCE	Frozen	Refrigerated	Dry Storage
	0° F or below (-18° C)	40° F (4° C)	70° F (21° C)
Recommended Maximum Storage Period In Weeks/Days			
Apples, Fresh	-	6 weeks	-
Apples, Sliced	-	10-12 days	-
Carrots, Whole Baby	-	10-12 days	-
Celery-Carrot Snack Pack	-	10-12 days	-
Grapes, Seedless, Fresh	-	3-5 days	-
Grapefruit, Fresh	-	4 wks	-
Kiwi Fruit, Fresh	-	2 wks	-
Oranges, Fresh	-	2 wks	-
Potatoes, Fresh	-	-	2 months
Pears, D'Anjou, Fresh	-	3-5 days	-
Pineapple Spears	-	10-14 days	-
Salad-Lettuce Mix	-	10-14 days	-
Strawberries, Fresh	-	7-10 days	-
Tangerines, Fresh	-	28-42 days	-
Tomatoes, Cherry, Fresh	-	1-2 days	-
Yellow Onions, Fresh	-	-	2 months
Zucchini, Fresh	-	2 wks	-

COMMODITY CHEESE	Frozen	Refrigerated	Thawed
	0° F or below (-18°C)	32-35° F (0 - 1.65° C)	Frozen at 0° F or below, & thawed at 35 F or below (-18° C and 1.65 C)
Recommended Maximum Storage Period in Months for Unopened Packages			
Cheese, Am., Past., Process, block	-	12	-
Cheese, Am., Past., Process, sliced	-	6	-
Cheese, Am., Past., Process, shredded	-	5	-
Cheese, Cheddar, block	-	12	-
Cheese, Cheddar, shredded	-	6	-
Cheese, Cheddar, Reduced Fat, block	-	5	-
Cheese, Cheddar, Red. Fat, shredded	-	5	-
Cheese, Mozzarella, block	12	-	7-10 days
Cheese, Mozzarella, Lite	5	-	7-10 days
Cheese, Mozzarella, Unfrozen		Immediately	

Adapted from USDA Fact Sheets (http://www.usda.gov/fcs/commodities) and USDA Food and Nutrition Service Other Sources: http://edis.ifas.ufl.edu/BODY_HE5517 and http://www.dpi.state.wi.us/dpi/dfm/fns/commbest.html

<u>21 CFR 10.115</u>

C. SECURITY GUIDANCE FOR STORAGE FACILITIES

This guidance provides measures that can be taken by to minimize the risk of food being subjected to tampering or criminal or terrorist actions. This guidance is being issued in accordance with FDA's Good Guidance Practices regulation (21 CFR 10.115; 65 FR 56468; September 19, 2000).

Implementing enhanced preventive measures requires the commitment of management and employees to be successful and, therefore, both should participate in their development and review.

Management of food security
Foodservice operators should consider:

<u>Security procedures</u>
- Assigning responsibility for security to qualified individual(s).
- Encouraging all staff to be alert to any signs of tampering with product or equipment, other unusual situations, or areas that may be vulnerable to tampering, and alerting identified management about any findings (e.g., providing training, instituting a system of rewards, building into job performance standards).

<u>Investigation of suspicious activity</u>
- Immediately investigating all information about suspicious activity.
- Alerting local law enforcement about all suspected criminal activity.

<u>Supervision</u>
- Providing an appropriate level of supervision to all employees, including cleaning and maintenance staff, contract workers, data entry and computer support staff, and especially new employees.
- Conducting daily security checks of the premises for signs of tampering with product or equipment, other unusual situations, or areas that may be vulnerable to tampering.

Physical facility
Foodservice operators should consider:

<u>Visitors</u>
- Inspecting incoming and outgoing vehicles for suspicious, inappropriate or unusual items or activity.
- Restricting entry to the establishment (e.g., checking in and out at security or reception, requiring proof of identity, issuing visitors badges - collected upon departure).

- Ensuring that there is a valid reason for the visit before providing access to the facility - beware of unsolicited visitors.
- Restricting access to food handling and storage areas (e.g., accompanying visitors, unless they are otherwise specifically authorized).
- Restricting access to locker rooms.
- Applying the above procedures to everyone, including contractors, supplier representatives, truck drivers, customers, couriers, third-party auditors, regulators, reporters, visitors, etc.

Physical security
- Protecting perimeter access with fencing or other appropriate deterrent .
- Securing doors (including freight loading doors), windows, roof openings/hatches, vent openings, and trailer bodies to the greatest extent possible (e.g., using locks, "jimmy plates," seals, alarms, intrusion detection sensors, guards, video surveillance).
- Using metal or metal-clad doors to the extent possible, especially when the facility is not in operation.
- Minimizing the number of entrances to restricted areas.
- Accounting for all keys to establishment.
- Using security patrols (uniformed and/or plain-clothed) and video surveillance, where appropriate.
- Minimizing places that could be used to hide temporarily intentional contaminants (e.g., minimizing nooks and crannies).
- Providing adequate interior and exterior lighting, including emergency lighting.
- Implementing a system of controlling vehicles authorized to park on the premises (e.g., using placards, decals, key cards).

Storage and use of hazardous chemicals (e.g., cleaning and sanitizing agents, pesticides)
- Securing storage areas for hazardous chemicals (e.g., using locks, seals, alarms, intrusion detection sensors).
- Limiting access to storage areas for hazardous chemicals.
- Keeping track of hazardous chemicals.
- Investigating missing stock or other irregularities outside a pre-determined normal range of variation and alerting local law enforcement about unresolved problems.

Employees
Foodservice operators should consider:

Pre-hiring screening
- Screening employees (e.g., obtaining and verifying work references, addresses, and phone numbers).

- Checking immigration status with U.S. Immigration and Naturalization Service, when appropriate.
- Performing criminal background checks, including Federal Bureau of Investigation Watchlist (remember to consult any state or local laws that may apply to the performance of such checks).
- Applying these procedures to all employees, to the extent possible, including seasonal, temporary, contract, and volunteer employees.

Daily work assignments
- Knowing who is and who should be on premises, and where they should be located.
- Being specific to shift.
- Keeping information updated.

Identification
- Establishing a system of positive identification and recognition (e.g., issuing photo identification badges with individual control numbers, color coded by area of authorized access).
- Collecting the retired identification badge when an employee is terminated, either voluntarily or involuntarily.

Restricted access
- Limiting access so employees enter only those areas necessary for their job functions (e.g., using key cards or cypher locks to sensitive areas, color-coded uniforms).
- Changing combinations and/or collecting the retired key card when an employee is terminated, either voluntarily or involuntarily, and additionally as needed to maintain security.
- Reassessing levels of access for all employees periodically.

Personal items
- Restricting personal items allowed in establishment.
- Preventing workers from bringing personal items (e.g., lunch containers, purses) into food handling areas.
- Establishing policy and providing for regular inspection of contents of employee lockers (e.g., provide metal mesh lockers, company-issued locks), bags, and vehicles when on company property.

Training in food security procedures
- Providing food security training to all new employees, including information on how to prevent, detect, and respond to tampering or criminal or terrorist activity.
- Providing periodic reminders of the importance of security procedures.

- Ensuring employee buy-in (e.g., involving employees in food security planning, demonstrating the importance of security procedures to the employees themselves).

Unusual behavior
- Watching for unusual behavior by new employees or workers (e.g., workers who stay unusually late after the end of their shift, arrive unusually early, access files/information/areas of the facility outside of the areas of their responsibility; remove documents from the facility; ask questions on sensitive subjects; bring cameras to work).

Computer systems
Foodservice operators should consider:

Access
- Restricting access to computer process control systems and critical data systems to those with appropriate clearance (e.g., using passwords, firewalls).
- Eliminating computer access to past employees immediately upon voluntary or involuntary termination.
- Establishing a system of trace ability of computer transactions.
- Reviewing the adequacy of procedures for backing up critical computer-based data systems.
- Validating the computer security system.

Raw materials and packaging
Foodservice operators should consider:

Suppliers
- Using only known, appropriately licensed or permitted (where applicable) sources for all ingredients, packaging, and labels.
- Taking steps to ensure that suppliers and transporters practice appropriate food security measures (e.g., auditing for compliance with food security measures that are contained in purchase and shipping contracts or letters of credit).
- Authenticating labeling and packaging configuration in advance of receipt of shipment.
- Inspecting incoming ingredients, packaging, labels, and product returns for signs of tampering (e.g., abnormal powders, liquids, or odors) or counterfeiting (inappropriate product identity, labeling, product lot coding or specifications), where appropriate.
- Evaluating the utility of testing incoming ingredients, packaging, labels, and product returns for detecting tampering or criminal or terrorist activity.

- Requesting locked and sealed vehicles/containers/railcars, obtaining the seal number from the supplier, and verifying upon receipt - make arrangements to maintain the chain of custody when a seal is broken for inspection by a governmental agency.
- Establishing quarantine and release procedures.
- Reconciling the amount received with the amount ordered and the amount listed on the invoice and shipping documents, taking into account any sampling performed prior to receipt.
- Supervising off-loading of incoming ingredients.
- Alerting local law enforcement about evidence of tampering or counterfeiting.
- Investigating missing or extra stock or other irregularities outside a pre-determined normal range of variability and reporting unresolved problems to local law enforcement, when appropriate.

Operations
Foodservice operators should consider:

Security of water
- Maintaining contact with the public water provider to be alerted to problems.
- Identifying alternate sources of potable water (e.g., trucking from an approved source, treating on-site or maintaining on-site storage).

Security of plant air
- Securing access to air intake points for the facility, to the extent possible (e.g., using fences, sensors, guards, video surveillance).
- Examining air intake points for physical integrity routinely.

Finished Products
Foodservice should consider:

Security of finished products
- Keeping track of finished products.
- Investigating missing or extra stock or other irregularities outside a predetermined normal range of variation and alerting local law enforcement about unresolved problems, when appropriate.
- Performing random inspection of storage facilities, vehicles, and vessels.
- Evaluating the utility of finished product testing for detecting tampering or criminal or terrorist activity.
- Monitoring closely the serving of foods in open display areas (e.g. salad bars, open bulk containers).

Security Strategies
Foodservice operators should consider:

Response to tampering or criminal or terrorist event
- Having a strategy for triaging the event.
- Planning for emergency evacuation, including preventing security breaches during evacuation.
- Identifying critical decision-makers.
- Identifying management that employees should alert about potential security problems.
- Identifying 24-hour contact information for local, state, and federal police/fire/rescue/government agencies.
- Identifying a media spokesperson.
- Having generic press statements and background information.

Recall strategy
- Identifying the person responsible, and a back-up.

Additional steps
- Making employees aware of internal, fire, and police emergency phone numbers.
- Making employees aware of the officials to alert about potential security problems, and where they can be reached.

Evaluation
Foodservice operators should consider:

Evaluation program
- Evaluating the lessons learned from past tampering or terrorist events.
- Annually reviewing and testing the effectiveness of strategies (e.g., conducting mock criminal, terrorist or tampering event and mock recall, challenging computer security system) and revising accordingly - using third party or in-house security expert.
- Performing routine and random food security inspections of facility (including receiving and warehousing areas and intrusion detection system) - using third party or in-house security expert.
- Verifying that security contractors are doing an adequate job.

For further information visit the Center for Food Safety at: www.cfsan.fda.gov.